

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Montana State Office
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Billings, Montana 59107-6800
<http://www.mt.blm.gov/>

In Reply To:

1112 (930.LE) P

May 28, 2003

EMAIL TRANSMISSION – 5/28/03
Information Bulletin No. MT-2003-050

To: Field Manager, Lewistown Field Office

From: Deputy State Director, Division of Support Services

Subject: CASHE Findings Status Update

DD: 07/14/2003

The attached documents (Attachments 1 and 2) contain the current status of the Compliance Assessment - Safety, Health, and the Environment (CASHE) findings that were identified during the last CASHE inspection at your facility. The documents include open findings for which the contractor needs an updated status.

This request is for an update of the following information, where applicable: 1) The status of corrective action for each finding; 2) the point(s) of contact (full names of individuals, not a program, committee, or office); and 3) facility name changes.

It is imperative that you use the following descriptives to ensure that you are credited for correcting the CASHE deficiencies. Findings are not considered complete unless completion is explicitly stated by the respondent. Listed below are examples of acceptable terms to be used when you describe the status of your incomplete findings:

- t Unscheduled
- t Completed in (date if available)
- t Implemented in (date if available)
- t Scheduled for completion by (date)
- t Funding requested; anticipate completion by (scheduled date of completion)
- t Preliminary planning; anticipate completion by (scheduled date of completion)
- t Under design; anticipate completion by (scheduled date of completion)
- t Under construction; anticipate completion by (scheduled date of completion)
- t N/A (e.g., if no longer relevant because a facility no longer exists).

(Note: If a finding is no longer relevant, please explain why.)

For those who respond electronically, do not rename or convert the files to a different software as file integrity is critical to the contractor's ability to track the data. If you prefer not to respond electronically, you should print the documents and update them by hand.

You are asked to send the completed table to MT-930, Attn: Safety, as soon as possible, but no later than **Monday, July 14, 2003**. A consolidated response will be sent to the contractor by July 31, 2003.

If you have any questions, please contact Karilynn Volk at 406-896-5190 or Lisa Engelmann at 406-896-5193.

Signed by: Diane M. Friez, Acting

Authenticated by: Aleta Zahorodny (MT-930)

3 Attachments

[1-Lewistown Field Office CASHE Findings \(11 pp\)](#)

[2-Lewistown Fire Facilities CASHE Findings \(8 pp\)](#)

[3-WO IM 2003-167 \(3 pp in its entirety\)](#)

cc:

(MT-060), Tom Maxwell, CDSO

(MT-063), Mitch Maycox, FMO

(MT-064), Laura Federspiel, CDSO

(MT-064), Jodi Camrud, Assistant FM, Havre Field Station

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240 May 12, 2003

In Reply Refer To:
1112, 1703 (360) P
Ref. IM No. 2002-211

EMS TRANSMISSION 05/14/2003
Instruction Memorandum No. 2003-167
Expires: 09/30/2004

To: All Field Officials

From: Assistant Director, Minerals, Realty, and Resource Protection

Subject: Facility Compliance Management and Tracking of CASHE Findings DD: 07/31/2003

Program Areas: Facility Compliance and Safety.

Purpose: This Instruction Memorandum (IM) asks the Field to provide an update on the implementation status of recommendations or other corrective actions related to findings from Compliance Assessment - Safety, Health, and the Environment (CASHE) audits. This information will be used to identify projects for funding from deferred maintenance money designated in Fiscal Year (FY) 2004 for CASHE corrective actions. In addition, the Bureau of Land Management (BLM) will make use of this data to:

- manage and minimize risk related to facility compliance, and
- identify future funding, policy, and training needs.

Accurate information about facility compliance is necessary for BLM to achieve its strategic planning goal to "Improve Public Safety and Security and Protect Public Resources from Damage."

Background: In the FY 2002 Annual Performance Report for Long-term Goal 01.04.01, BLM reported that 66 percent of its organizational units were in good safety, health, and environmental condition. This value was based on information received in response to Washington Office IM No. 2002-211, which asked the Field to update the status of unresolved CASHE findings. For the FY 2003 Annual Performance Report, organizational units will be considered in good condition if they have two or less incomplete corrective actions related to high priority CASHE findings. This value will continue to be phased downward in subsequent Fiscal Years until it reaches zero in FY 2005.

The performance measurement data specification that defines high priority CASHE findings and describes how the data will be used is located at: http://web.wo.blm.gov/abc/pm/PM_Index.asp. The performance goal for FY 2003 is 68% of BLM organizational units be in good safety, health, and environmental condition.

Policy/Action: Updating Status of CASHE Recommendations/Corrective Actions:

Organizational units (i.e., Washington Office, State and Field Offices, National Centers) that have had a CASHE audit between October 1993 and April 18, 2003 are asked to update the status of recommendations/corrective actions. This data is to be reported on the spreadsheet that was transmitted separately to every Field Office safety officer and HAZMAT coordinator by their State Office Safety Manager or HAZMAT Program Lead. A CD-ROM containing the spreadsheets to be updated will be sent to each State Office Safety Manager and HAZMAT Program Lead by May 30, 2003. Instructions for completing and returning the spreadsheets will accompany the CD-ROM. In addition, comments on the status of CASHE findings from draft CASHE reports for audits completed through June 27, 2003, will be incorporated into the status update database.

Implementation of CASHE Recommendations/Corrective Actions: Consistent with available budget resources and other programmatic concerns, organizational units are to implement CASHE recommendations/corrective actions and/or request funding for implementation within one year of the audit.

Timeframe: Please return the updated spreadsheets by July 31, 2003. Specific directions for returning the completed spreadsheets to the CASHE auditing contractor will accompany the CD-ROM. The due date for the status update is earlier than last year=s because the Department is requiring that BLM provide its FY 2003 Annual Performance Report data earlier (i.e., by October 15, 2003).

Please note: Organizational units that do not respond by July 31, 2003 will:

- have their corrective actions shown as incomplete,
- negatively affect the FY 2003 performance for Long-term Goal 01.04.01, and
- be ineligible for deferred maintenance funding for CASHE corrective actions.

Budget Impact: None.

Manual/Handbook Sections Affected: None.

Coordination: National Safety Office (WO-740).

Contacts: Ken Morin, Protection and Response Group (WO-360), 303-236-6418; Bruce Prater, Occupational Safety and Health (WO-740), 202-501-2664.

Signed by:

John W. Broderick

Acting Assistant Director

Minerals, Realty, and Resource Protection

Authenticated by:

Barbara J. Brown

Policy & Records Group, WO-560